



State of Utah

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Governor

GARY R. HERBERT
Lieutenant Governor

Department of Administrative Services

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Executive Director

Division of Facilities Construction and Management

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Director

FAX

DATE: January 12, 2009

TOTAL PAGES: 4

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	Ivie Code Group	Paul Hayward	801-451-2940
	QC Testing	Troy Dunsmore	435 781-1876
	Sunrise Engineering	Jason Bullock	801-523-0990

FROM: Nikki Sanchez
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REFERENCE: USU Early Childhood Education Research Center
Utah State University – Logan, UT
DFCM PROJECT NO. 08008770

SUBJECT: INVITATION TO SUBMIT PROJECT MANAGEMENT PLAN

Please submit a detailed Project Management Plan for the above-referenced project as outlined in the attached Project Description (1 page) and Procurement Process (2 pages) to Nikki Sanchez, DFCM, 4110 State Office Building, Salt Lake City, Utah 84114 by **2:00PM** on **Monday, January 26, 2009.**

The Division of Facilities Construction & Management reserves the right to reject any or all submittals or to waive any formality or technicality in any submittal in the interest of the State. All information, terms and conditions contained the Request for Consultant Services used to pre-qualify code inspection firms are in force and apply to this invitation process.

PROJECT DESCRIPTION

Provide code inspection, material testing and special inspections according to State-adopted building codes and the construction documents. DFCM anticipates hiring an Inspection Consultant for the following project.

USU Early Childhood Education Research Center
Utah State University – Logan, UT
DFCM PROJECT NO. 08008770

DFCM Project Manager: Dave McKay Construction Budget: \$13,500,000.00

General Project Information:

Contractor: Spindler Construction Phone: 435 753-0722
901 South Hwy 89-91 Fax: 435 753-0728
Logan, UT 84321

Architects: Jacoby Architects Phone: 801 363-1434
307 West 200 South Fax: 801 363-1436
Salt Lake City, UT 84101

Delivery Method: CM/GC (CM/GC – Design/Build – Design/Bid/Build)

Availability of Plans: Contract documents (50% complete) are available on the DFCM Website: <http://dfcm.utah.gov/> under Current Projects.

Location: USU Logan Campus – 6600 Old Main Hill – Logan, UT
Behind Education Building

Square Footage & Volumes: 61,000 sq. ft. Concrete: _____ cu. yds.
Earth Work: _____ cu. yds.

Structural: Reinforced Concrete

Mobilization: Doing sitework now

Project Duration: March 01, 2009 – July 01, 2010

PROCUREMENT PROCESS

1. Invitation to Pre-Qualified Firms to Submit Project Management Plan

DFCM will notify each pre-qualified firm (via fax or e-mail) when a project is ready for Code Inspection Services and invite them to submit a Project Management Plan unique to that project. Only firms pre-qualified during Step I will be invited to submit Project Management Plans during Step II. Firms may decide which project(s) they wish to submit a management plan on and be considered for selection and negotiation. If a firm fails to submit a Project Management Plan for a particular project, that firm will NOT be considered for inspection services on that project.

2. Project Management Plan

Each pre-qualified Code Inspection Firm that elects to submit for a project(s) shall prepare three copies of a detailed Project Management Plan prepared specifically for the project(s) described in the invitation. Project Management Plans must be received by DFCM by the deadline indicated on the cover sheet. The Project Management Plans should include the following:

- (a) The name of the project and the DFCM project number;
- (b) Identify the lead inspector and other key personnel that will be assigned to the project. Document their certifications and past experience inspecting this type of project. For example, if the project needing inspection services is a health care facility, document who will be the lead inspector and other staff assigned to the project. Describe their past experience inspecting health care facilities and their understanding of the particular code inspection requirements and construction schedules unique to health care facilities. Document the number of such projects that the lead inspector has inspected and the unique skills and certifications they possess;
- (c) Document the method that will be used to manage special Inspection and Testing Firms including the process used to review their reports for completeness and accuracy;
- (d) Document the firm's ability to add this project to their existing work load;
- (e) Describe the approach/plan/method/tools that will be used to ensure that all required code inspections will be completed on time and in accordance with the construction schedule;
- (f) Document how the inspection schedule for this project will be developed. Include examples of controls, plans, and methods used to minimize number of site visits. Describe how inspections will be scheduled and coordinated with the contractor.
- (g) Provide an organization chart identifying key personnel, the chain of command, each person's areas of responsibility and contact information;

- (h) Provide additional information that will assist the selection committee in evaluating the firm's Project Management Plan. The document should be concise (**limit 3 pages**) yet contain sufficient information for evaluation by the selection committee. The organization chart is a separate document and is not counted as one of the three pages.

3. Selection Committee

The Selection Committee may be composed of DFCM staff and representatives from the User Agency/ Institution. Based on the information contained in each firm's Project Management Plan, the Selection Committee will rank in order their determination of each firm's ability to provide Code Inspection Services for each project.

4. Interviews

If deemed necessary, the Selection Committee may request to interview firms. The purpose of the interview is to provide the Selection Committee with an opportunity to seek additional information or clarification pertaining to each firm's Project Management Plan. The inspection firm's key personnel should be in attendance. Firms may also have some or all field inspectors present at the interview for the committee to meet and ask questions. The method of presentation is at the discretion of the firm. The pre-qualified firms will be notified via fax of the date, time, and location for the interviews.

5. Fee Negotiation and Fee Schedule

Following the evaluation by the Selection Committee, DFCM will negotiate the final agreement and fee with the firm selected for each project. If DFCM is unable to reach an agreed upon fee with the highest ranked firm for any particular project, they will suspend negotiations with that firm and begin fee negotiations with the next highest-ranked firm. The process will continue until DFCM reaches an agreed upon fee with one of the firms.

6. Form of Agreement

At the conclusion of successful negotiations, the selected inspection firm will be required to enter into a contract using the agreement included in the Stage I documents.

7. Right to Reject Project Management Plan (Proposals)

DFCM reserves the right to reject any or all Project Management Plans, to delete any project for consideration, and to cancel this solicitation, in whole or in part. The State of Utah intends to enter into an agreement with a firm to provide professional services as described.